

Directorate Designation of Forms Management Representative



The following individual has been designated to serve as Forms Management Representative (FMR) for their respective organization in accordance with GPR 1420.1, Forms Management.

Forms Management Representative (FMR)

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| Name: | Code: | Extension: |
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FMR - An individual designated as the directorate point of contact for matters pertaining to Forms management and maintenance.

Forms Management Representative Responsibilities:

1. Represent their Directorate on GSFC Forms matters and serve as liaison between their Directorate, the Center Forms Manager (Code 271), and the GSFC Forms Contract Support Office (Code 279). Attend meetings scheduled by the Center Forms Manager.
2. Ensure all GSFC Forms displayed on Directorate controlled Web sites are directly linked to the GDMS Forms Master List, <http://gdms.gsfc.nasa.gov/gdmsnew/home.jsp>, and all NASA Forms and Standard Forms are linked, where applicable, to the NASA Headquarters Forms Master List, https://extranet.hq.nasa.gov/nef/user/form_search.cfm
3. Ensure that GSFC Forms created by their Directorate are current and comply with GPR 1420.1, Forms Management.
4. Ensure Directorate Forms supporting the GSFC Quality Management System are posted in the GDMS.
5. Collaborate with the Center PII Manager to ensure any Directorate Form containing personal identifiable information is reviewed and approved before release/posting.
6. Ensure Directorate Forms designed for electronic systems comply with Agency and Center standards.

Director of Approval

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|-------------------|---------------------|
| Name: | Directorate: |
| Signature: | Date: |